



**CITY OF DULUTH**  
Planning Division

411 W 1<sup>st</sup> St, Rm 208 \* Duluth, Minnesota 55802-1197  
Phone: 218/730.5580 Fax: 218/723-3559

## STAFF REPORT

<b>File Number</b>	PL 13-165	<b>Contact</b>	Jenn Reed Moses, jmoses@duluthmn.gov
<b>Application Type</b>	Planning Review	<b>Planning Commission Date</b>	January 14, 2014
<b>Deadline for Action</b>	<b>Application Date</b>	December 13, 2013	<b>60 Days</b> February 11, 2014
	<b>Date Extension Letter Mailed</b>	December 20, 2013	<b>120 Days</b> April 12, 2014
<b>Location of Subject</b>	609 W Central Entrance		
<b>Applicant</b>	Members Cooperative Credit Union	<b>Contact</b>	218-625-8511, heikt@membersccu.org
<b>Agent</b>	George Janssen	<b>Contact</b>	gjanssen@marketpointecre.com
<b>Legal Description</b>	010-3182-00010		
<b>Site Visit Date</b>	N/A	<b>Sign Notice Date</b>	January 6, 2013
<b>Neighbor Letter Date</b>	December 31, 2013	<b>Number of Letters Sent</b>	11

### Proposal

The applicant is proposing a new 4,400 square foot credit union with three drive-through lanes.

Applicant is also applying for a variance from the maximum parking requirement (PL 13-164).

	<b>Current Zoning</b>	<b>Existing Land Use</b>	<b>Future Land Use Map Designation</b>
<b>Subject</b>	MU-C	Vacant (former commercial)	Large-scale commercial
<b>North</b>	MU-C	Commercial (Cub Foods)	Large-scale commercial
<b>South</b>	MU-N	Residential/Undeveloped	Neighborhood mixed use
<b>East</b>	MU-C	Commercial (Hotel)	Neighborhood mixed use
<b>West</b>	MU-C	Commercial (Tires Plus)	Large-scale commercial

### Summary of Code Requirements (reference section with a brief description):

50-15.3 MU-C District - Planning review by the Planning Commission is required for new development, redevelopment, and expansions in the MU-C district.

50-18.1E Storm Water Management - Addresses water runoff quality and quantity pre- and post-construction.

50-23 Connectivity and Circulation - Focuses on pedestrian and bicycle accommodations.

50-24 Parking and Loading - Addresses required minimum and maximum parking spaces and loading docks, dimensional standards, snow storage and pedestrian circulation.

50-25 Landscaping and Tree Preservation - Speaks to landscaping standards such as materials, plant size, location, tree preservation and replacement.

50-26 Screening, Walls, and Fences - Screening of mechanical equipment, loading areas, and commercial containers, plus regulations regarding fences and retaining walls.

50-30 Design Standards - Building standards for multi-family, commercial, institutional, and industrial buildings.

50-31 Exterior Lighting - Directs the minimum and maximum illumination values and lighting fixtures for a site.

50-37.11 Planning Review - Planning Commission shall approve the Planning Review or approve it with modifications, if it is determined that the application complies with all applicable provisions of this Chapter.

## **Comprehensive Plan Findings (Governing Principle and/or Policies) and Current History (if applicable):**

Principle #1- Reuse previously developed lands. Site was previously used as a Midas muffler shop.

Future Land Use - Large-scale commercial: Mall, shopping center, and big box retail development, with associated surrounding retail and service uses, but only ancillary office uses and no residential uses. Oriented primarily to the motorist, with planned internal circulation patterns while still accommodating pedestrian movement. Requires access to regional transportation routes. May include regional green infrastructure for watershed protection.

## **Discussion (use numbered or bullet points; summarize and attach department, agency and citizen comments):**

Staff finds that:

- 1.) 50-15.3 - The proposed structure meets setbacks and height limit. Building will be one story with an approximate height of 20 feet.
- 2.) 50-18.1 - The proposed structure is within a shoreland of Coffee Creek, but located outside the building setbacks. Coffee Creek is a trout stream and, per City Engineering, project is adding new impervious surface. Project will need to include stormwater controls for rate, temperature, and water quality. Applicant is currently working with City Engineering on design of the stormwater system.
- 3.) 50-23 - Site plan includes an on-site sidewalk that will connect to a future City sidewalk along Central Entrance, and sidewalks along the property line with the existing access road to Cub Foods. To ensure safe pedestrian access, sidewalk from Central Entrance should include striping where it crosses the drive-through lane. Applicant is encouraged to also construct sidewalk along Central Entrance, in order to provide further pedestrian connectivity.
- 4.) 50-24 - Site plan shows 19 parking spaces, two spaces over the maximum limit. Applicant has applied for a variance to the maximum parking requirement. Temporary snow storage will be provided at the staff parking stalls with immediate snow removal off site.
- 5.) 50-25 - Site plan shows areas for street frontage landscaping. Number and type of plants will need to be confirmed with a landscaping plan prior to construction. Due to the small parking lot size, it is exempt from providing interior parking lot landscaping, but must still meet the minimum 30% tree canopy coverage.
- 6.) 50-26 - Trash enclosures are located in the rear of the property and will be screened. Retaining walls are shown along the north and east of the property and will be less than 6 feet high. All screening and walls will need to be verified at the time of building permit application to ensure they meet UDC requirements.
- 7.) 50-27 Future signage will need to comply to UDC requirements and apply for a separate sign permit.
- 8.) 50-29 and 50-30 - Sustainability and Building Design Standards are not applicable based on size of development (less than 10,000 square foot structure).
- 9.) 50-31 Exterior Lighting will be designed to meet UDC requirements. Applicant will need to have an approved lighting plan and photometric plan prior to receiving a building permit.
- 10.) No public, agency, or City comments were received.

## **Staff Recommendation (include Planning Commission findings, i.e., recommend to approve):**

Staff recommends Planning Commission approve the Planning Review, subject to the following conditions:

- 1.) The project be limited to, constructed, and maintained according to the Site Plan dated December 12, 2013.
- 2.) Sidewalk from Central Entrance include striping where it crosses the drive-through lane.
- 3.) Applicant comply with UDC parking maximums, or apply for and receive a variance to those requirements.
- 4.) A complete landscaping plan meeting UDC requirements is approved prior to receiving a building permit.
- 5.) Screening and lighting requirements be verified prior to receiving a building permit.
- 6.) Any alterations to the approved plans that do not alter major elements of the plan may be approved by the Land Use Supervisor without further Planning Commission; however, no such administrative approval shall constitute a variance from the provisions of Chapter 50.

## **Attachments (aerial photo with zoning; future land use map; site plan; copies of correspondence)**



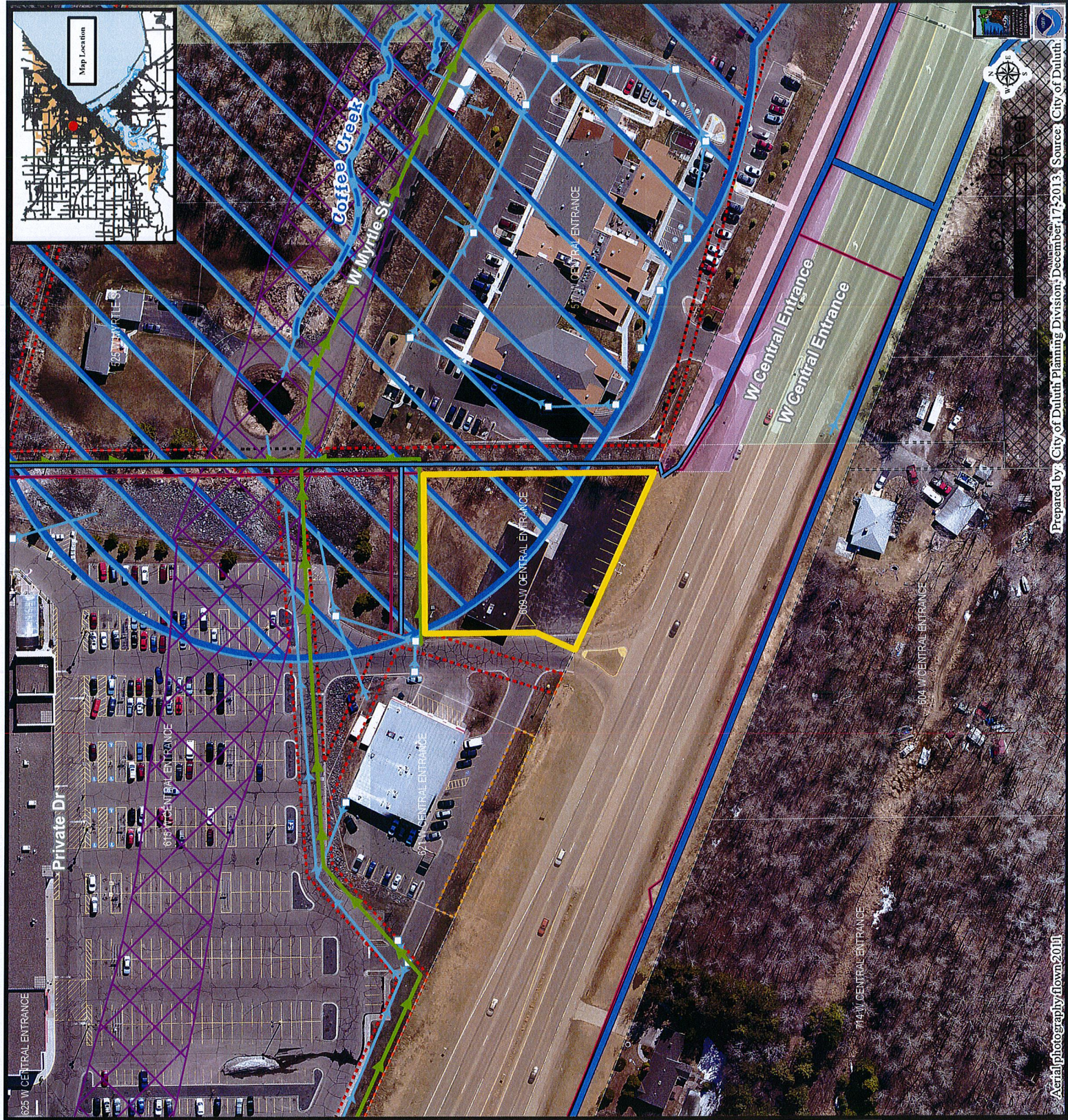
# City Planning

PL 13-164 and 13-165  
Variance & Plan Review  
609 W Central Entrance

## Legend

- Stream Type**
- Trout Stream (GPS)
  - Other Stream (GPS)
- Water Distribution System**
- 30 - 60" Water Pipe
  - 16 - 24" Water Pipe
  - 4 - 6" Water Pipe
- Sanitary Sewer Collection System**
- Sanitary Sewer Collector
  - Sanitary Sewer Interceptor
  - Sanitary Sewer Forced Main
- Storage Basin**
- Pump Station
- Gas Distribution Main**
- 8" - 16" Gas Pipes
  - 4" - 6" Gas Pipes
  - 0" - 4" Gas Pipes
- Storm Sewer Collection System**
- Storm Sewer Pipe
  - Storm Sewer Catch Basin
  - Discharge Points
- Right-of-Way Type**
- Road or Alley ROW
  - Vacated ROW
- Easement Type**
- Utility Easement
  - Other Easement
- Shoreland Overlay Zone**
- Cold Water
  - Natural Environment
  - General Development
- Floodplain Type**
- General Flood Plain
  - Flood Way
  - Flood Fringe

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.



Aerial photography flown 2010

Prepared by: City of Duluth Planning Division, December 17, 2013. Source: City of Duluth

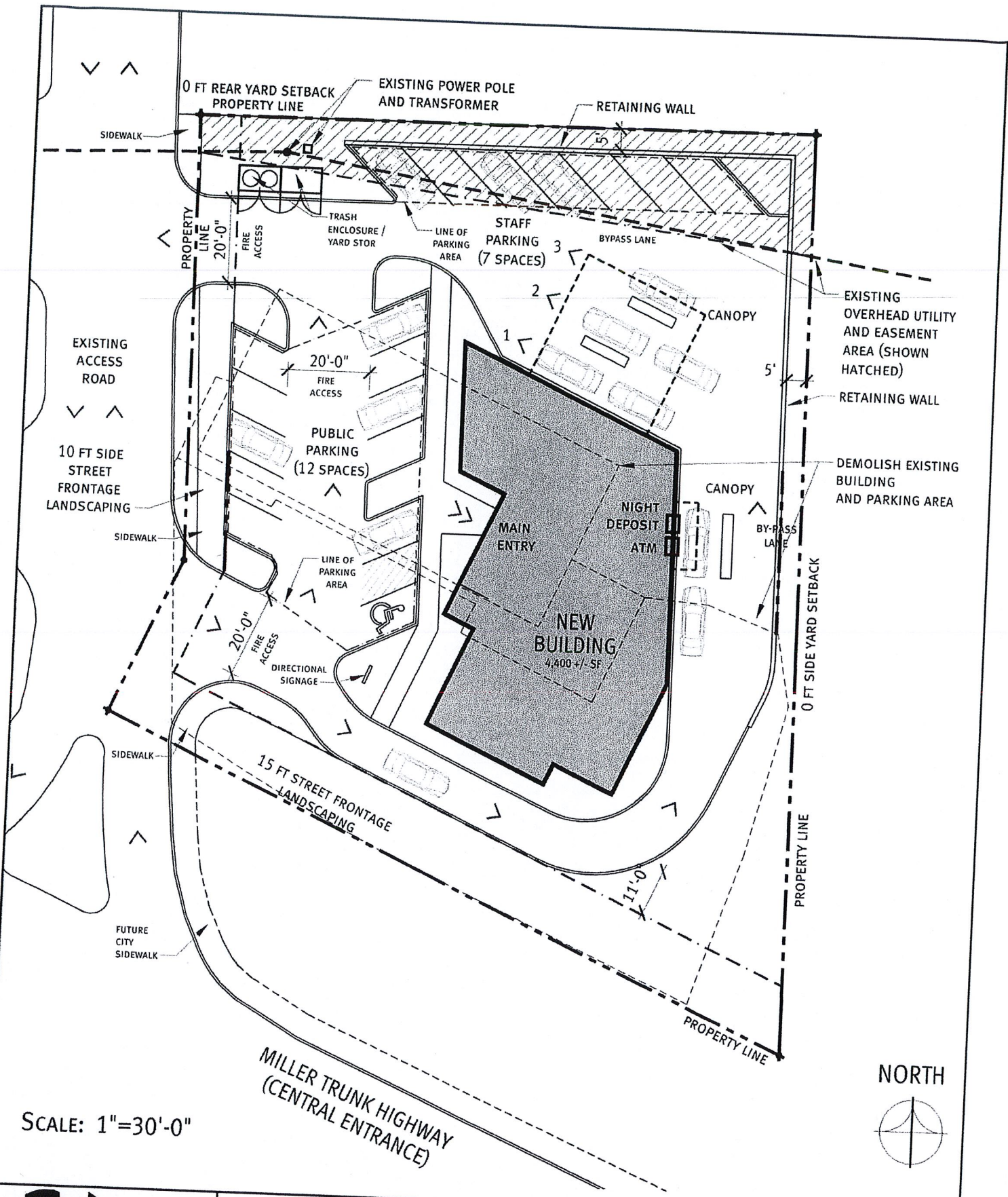


## 609 W Central Entrance

Print Date: 01/08/2014

Image Date: 05/12/2013

Level: Neighborhood



SCALE: 1"=30'-0"

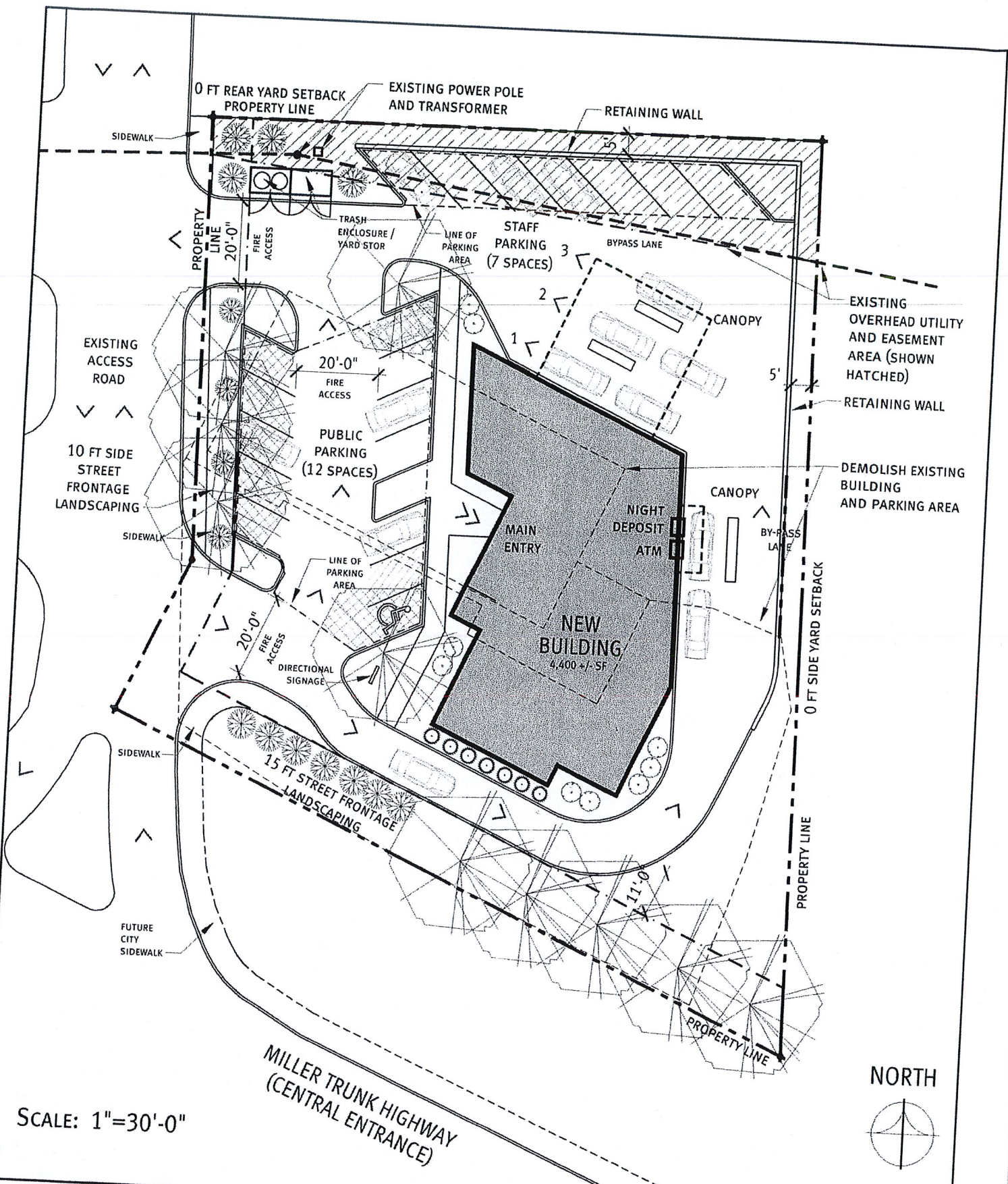
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**MEMBERS COOPERATIVE CREDIT UNION**  
 609 W. CENTRAL ENTRANCE  
 DULUTH, MINNESOTA

project # 13003.10  
 date DECEMBER 12, 2013  
 dwg file 13003.10-V-SITE PLAN

revision/issue  
**SITE PLAN**  
 sheet number  
**1**

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## SUBMITTALS:

PROPERTY ACQUISITION TO BE FINALIZED UPON PLANNING COMMISSION APPROVAL.  
DEVELOPMENT OF DESIGN SHALL MEET ALL APPLICABLE ZONING CODES WILL COMMENCE UPON FINALIZATION OF LAND ACQUISITION. DESIGN INTENT SHALL MAINTAIN THE CHARACTER AND INTEGRITY OF THE EXISTING MIXED USE COMMERCIAL DISTRICT AND ENHANCE THE EXISTING SITE FROM THE CURRENT NON-COMPLIANT CODE STATUS.

ARTICLE 2: NOT REQUIRED

ARTICLE 3: NOTE REQUIRED

ARTICLE 4: SITE PLAN, LANDSCAPING PLAN

TREE PRESERVATION REPORT NOT REQUIRED: NO TREES TO BE REMOVED.

EXTERIOR MECHANICAL FEATURES: TO BE DETERMINED

ROOF MOUNTED EQUIPMENT TO BE SCREENED FROM VIEW PER SECTION 50.26-1-B(1).

GROUND MOUNTED EQUIPMENT TO BE SCREENED WITH LANDSCAPING

COMMERCIAL TRASH CONTAINERS TO BE SHIELDED FROM VIEW WITH FENCE ENCLOSURE WITH LOCKABLE GATE PER SECTION 50-26.3.

EXTERIOR LIGHTING PER FUTURE DESIGN-BUILD CONTRACTOR AND WILL MEET THE REQUIREMENTS OF SECTION 50-31.

## LEGEND



LARGE DECIDUOUS  
TREE



LARGE CONIFEROUS SHRUB



SMALL DECIDUOUS SHRUB



SMALL DECIDUOUS SHRUB

ALL SHRUB PLANTING AREAS TO INCLUDE 3"-4" HARDWOOD  
MULCH OVER ENTIRE PLANTING BED

ALL DISTURBED AREAS NOT PLANTED WITH SHRUBS TO BE  
SEEDED WITH NATIVE SEED MIX

## CALCULATIONS

LOT SIZE: 28,000 +/- SF

LINEAR  
FRONTAGE: 180 FEET

PARKING: SECTION 50-24.2

PROTOCOL: BANK = 2.5 SPACES PER 1000 GSF  
REQ'D: 11 SPACES

SECTION 50-24.4

MAXIMUM PARKING LIMIT = 150%  
MAXIMUM: 16 SPACES

SECTION 50-37: PARKING VARIANCE

MAXIMUM PARKING LIMIT = 175%  
MAXIMUM: 19 SPACES

STREET FRONTAGE  
LANDSCAPING: SECTION 50-25.3

PROTOCOL: 1 TREE / 35 FT LINEAR FRONTAGE  
REQ'D: 5 TREES PROV'D: 5 TREES

PROTOCOL: 1 LARGE SHRUB / 25 FT LINEAR FRONTAGE  
REQ'D: 7 SHRUBS PROV'D: 7 SHRUBS

PARKING LOT  
LANDSCAPING: SECTION 50-25.4  
A. PERIMETER SCREENING FROM PUBLIC STREETS  
PRIVATE STREET: EXEMPT

LINEAR FRONTAGE: 150 FT

PROTOCOL: 1 TREE / 35 FT LINEAR FRONTAGE  
REQ'D: EXEMPT PROV'D: 3 TREES

PROTOCOL: 3 LARGE SHRUBS / 25 FT LINEAR FRONTAGE  
REQ'D: EXEMPT PROV'D: 4 SHRUBS

SECTION 50-25.4  
B. INTERIOR LANDSCAPING REQUIREMENTS  
EXEMPT: ITEM 6 (19 SPACES)

TREE CANOPY:

PUBLIC PARKING AREA = 3,200 SF  
REQ'D: 30% TREE CANOPY = 960 SF  
PROV'D: 31% TREE CANOPY = 995 SF

STAFF PARKING AREA = 1200 SF  
REQ'D: 30% TREE CANOPY = 360 SF  
PROV'D: 0% TREE CANOPY = 0 SF  
(UNABLE TO PROVIDE TREES DUE TO  
OVERHEAD UTILITY EASEMENT)



enriching  
communities  
through  
architecture

**MEMBERS COOPERATIVE  
CREDIT UNION**

609 W. CENTRAL ENTRANCE  
DULUTH, MINNESOTA

project # 13003.10

date DECEMBER 12, 2013

dwg file 13003.10-V-SITE PLAN

revision/issue

**PLAN NOTES**

sheet number

**3**

of 3

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# **BOUNDARY & TOPOGRAPHIC SURVEY FOR: MEMBERS COOPERATIVE CREDIT UNION**

LEGAL DESCRIPTION PER CERTIFICATE OF TITLE NO. 293890.  
LOT 1, MAPLE GROVE ACRES TRACTS, FIRST ADDITION.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

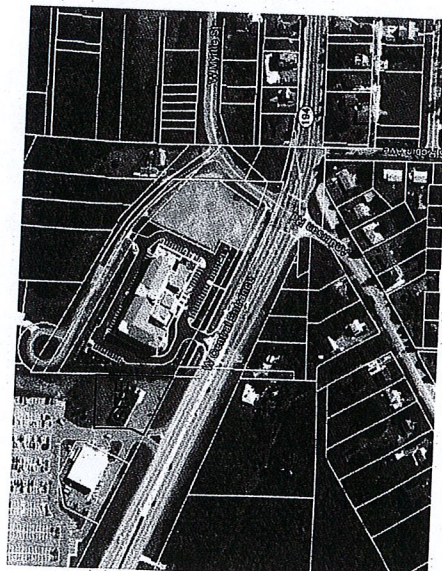
Date: 10-18-13  
Ronald L. Krueger MN License No. 14374

**NOTES**  
PRIVATE UTILITIES WERE LOCATED BY GPR ONE PER TOWER NUMBER 1306966.  
PUBLIC UTILITIES WERE LOCATED IN THE FIELD BY VISUAL EVIDENCE AND BY GPS MARKS PROVIDED BY THE CITY OF SULLY.  
BENCH MARK TOP OF HYDRANT SOUTHWEST CORNER, PROPERTY, 26.1 FEET NORTHWESTLY OF TRUNK HIGHWAY NO. 194.  
BOUNDARY DIMENSIONS ARE BASED ON THE ST. LOUIS COUNTY TRANSMISSION INDICATION COORDINATE SYSTEM OF 1985.  
BUILDING DIMENSIONS SHOWN ARE FOR HORIZONTAL & VERTICAL PLACEMENT OF STRUCTURE ONLY.  
SEE ARCHITECTURAL PLAN FOR BUILDING & FOUNDATION DIMENSIONS.  
NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED ON THIS LOT BY ALTA SURVEY COMPANY, INC. THE SUFFICIENCY OF SOILS TO SUPPORT THE BUILDING AND FOUNDATION DIMENSIONS SHOWN IS NOT THE RESPONSIBILITY OF ALTA SURVEY COMPANY, INC. A TITLE SEARCH FOR UNRECORDED EASEMENTS WHICH MAY AFFECT THIS PROPERTY WAS NOT BEEN COMPLETED BY ALTA SURVEY COMPANY, INC.

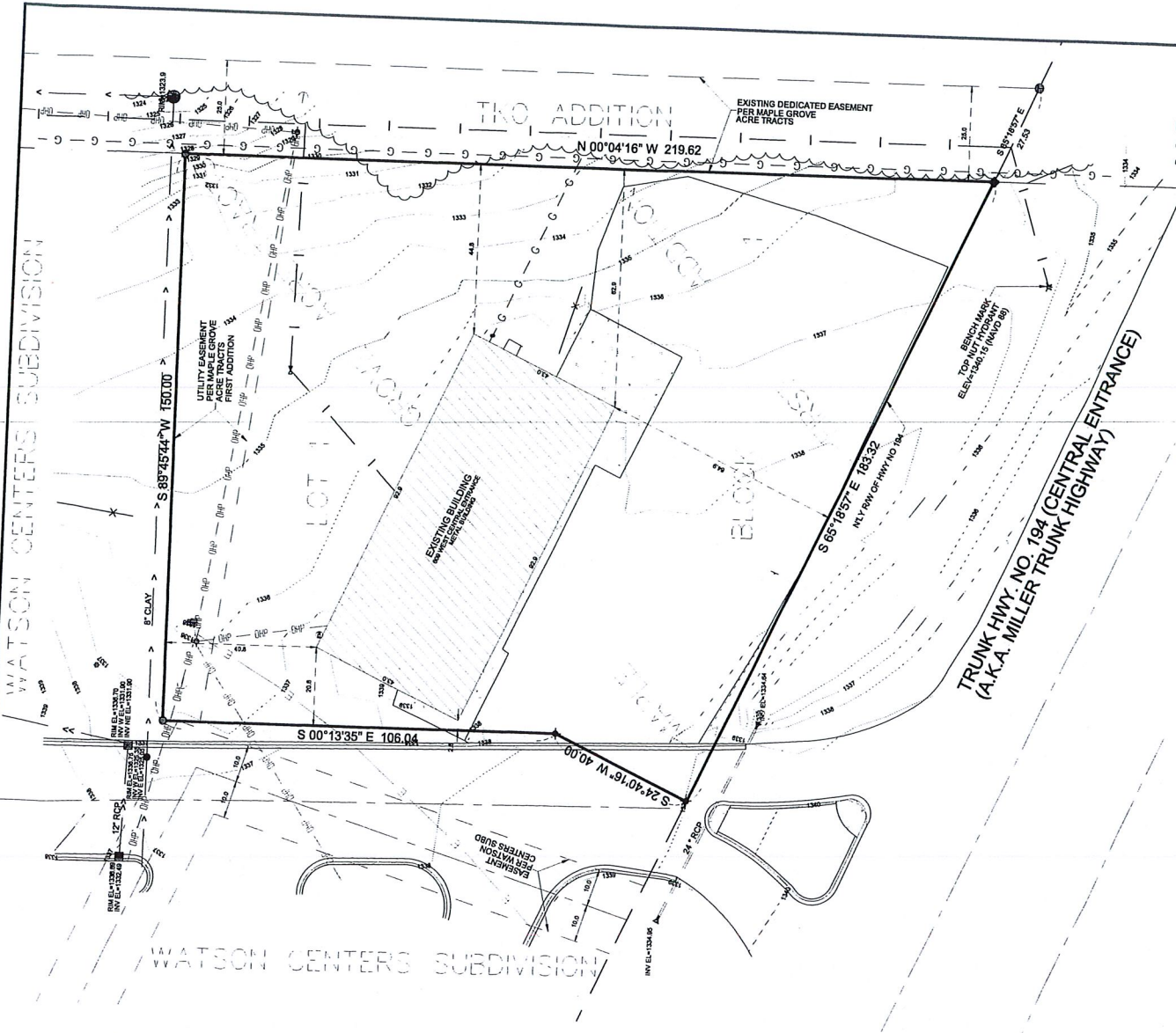
## **LEGEND**

These standard symbols will be found in the drawing.

- |  |                              |  |                             |
|--|------------------------------|--|-----------------------------|
|  | <b>SIGN</b>                  |  | <b>EXISTING BUILDING</b>    |
|  | <b>GAS METER</b>             |  | <b>CONCRETE</b>             |
|  | <b>LIGHT POLE</b>            |  | <b>BITUMINOUS</b>           |
|  | <b>GUY WIRE</b>              |  | <b>OVERHEAD UTILITIES</b>   |
|  | <b>UTILITY POLE</b>          |  | <b>FENCE LINE</b>           |
|  | <b>ELEC PED</b>              |  | <b>EXIST EASEMENT LINE</b>  |
|  | <b>WATER VALVE</b>           |  | <b>UNDERGROUND GAS</b>      |
|  | <b>FOUND REBAR RLS 14374</b> |  | <b>UNDERGROUND WATER</b>    |
|  | <b>CULVERT</b>               |  | <b>SANITARY SEWER</b>       |
|  | <b>SET MAG NAIL</b>          |  | <b>UNDERGROUND ELECTRIC</b> |
|  | <b>SET REBAR RLS 14374</b>   |  |                             |
|  | <b>FIND T STAKE MONUMENT</b> |  |                             |
|  | <b>HYDRANT</b>               |  |                             |
|  | <b>SAN MANHOLE</b>           |  |                             |
|  | <b>CATCH BASIN</b>           |  |                             |



DATE: 10-18-13  
SCALE: 1" = 20 FEET  
PROF ADD: 609 W CENTRAL ENTRANCE  
PROJECT NO. 13-204  
VICINITY MAP  
no scale



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Residential/Commercial Land Surveying-LEAD  
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P.O. BOX 181138, Bloomington, MN 55418  
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